



COMMITTEE D02 on PETROLEUM PRODUCTS, LIQUID FUELS, AND LUBRICANTS

CHAIRMAN – Andrew Stevens, Lubrizol

Handbook Surveillance Panel

Date – 15 June 2023

ATTENDANCE

AFTON	Amanda Stone, Don Bell
ASTM TMC	Dylan Beck, Rich Grundza, John Loop
BG PRODUCTS	Maddie Dellinger
CHEVRON	Josephine Martinez, Ricardo Affinito, Robert Stockwell
INERTEK	Anthony Lange, Andrew Smith, Bill Buscher
INFINIUM	David Brass, Todd Dvorak, Elisa Santos
LUBRIZOL	Andrew Stevens, Robert Slocum
OHT	Jason Bowden
SWRI	Khaled Rais, Travis Kostan, Yong-Li McFarland, Mike Birkie, Pat Lang
VALVOLINE	Amy Ross

1. Attendance. See table above.

2. Old Business

- None

3. New business

3.1 Updates from Groups 6/7: Statistics & Developing New Procedures (Travis Kostan)

- Travis states that the group has not met virtually since they met face to face in San Antonio.
- He is unsure how their section is going to provide statistical guidance in a way that is useful. “How much guidance is appropriate?” “Do we need an annual training where topics are updated relevant to industry needs?”
- He states his group is unsure how their section is to move forward until we decide on where the training fits in, whether it is in the in person or in the handbook.
- Travis asks Pat Lang if the TGC will discuss this at ASTM in Denver.
- Pat states he wants to see a recommendation on what we think is best before asking the TGC what they think. He says if our group is unsure then we can yield to the face to face meeting in Denver. He states that once this goes to the TGC it is more for approval rather than decision making. The dynamic discussion that leads to a decision needs to happen at this level with this group.
- Travis states that referencing the TGC materials could be a good approach in the Handbook.
- Andrew suggests putting the TGC materials from the annual training in a known location on the TMC website, for example.
- Pat states that producing a document middle ground could work. He suggests taking the presentation from the October TGC Meeting and putting it somewhere. He says that an annual training could refer to this document. He wonders if people interested in the training could request specific topics that they want covered. He asks: “Who is going to champion this?” He is concerned that it will not happen if no one steps up to lead it. He also says that we need to reference the documents and training in the handbook.
- Pat wants to know how we are going to officially say we are doing this.
- Amanda Stone asks if there will be one training per year or one topic per year.
- Travis states there would be a half day worth of training on a variety of topics.
- Andrew Stevens says that the handbook could reflect the yearly training documents and that it needs to live somewhere.
- Pat asks Travis’s group how we are going to prevent this from falling through the cracks, stating that someone needs to own it.
- Andrew asks if anyone is against yearly training. No one says they are against it.
- Maddie Dellinger asks if this would be a stand along meeting or tied to something like ASTM D02.
- Pat says that is something we will have to consider.
- Bill Buscher says that he agrees annual training is a good idea. He would like to see it lined up with the TGC meeting at ASTM D02.
- Pat states that the TGC only has a 1.5 hour time slot at D02.
- Travis states that doing the training at ASTM is ideal because most of the people who are interested will be there.
- Bill says that the other idea is to look at setting up the meeting in October with the TGC.
- The group agrees that a questionnaire needs to be sent out to the group to see what everyone prefers.
- Todd Dvorak agrees that this is the best way to do it.
- Josephine Martinez agrees.

3.2 Updates from Groups 4/5: Running Meetings & Information Letter Process (Andrew Stevens)

- Pat Lang had provided a document with SP voting guidelines and definitions that he put together with Frank Farber.

- In the document there was a line that states, "In the past, Surveillance Panels have not had quorum requirements. Panels should follow ASTM guidance for quorums."
- Andrew asks if we can remove "In the past" and reword the guidelines.
- Pat says that we can remove that part.
- The group questions what a quorum means, if it should be considered or is it up to the chair.
- Pat says if a group is taking a sensitive vote, then there needs to be guidelines that mention a quorum.
- Robert Stockwell says that an official vote can be taken later if necessary and states he is unsure about making a recommendation.
- Pat says that it is good that most groups have good participation, but if we make it a hard rule, the meeting could be for not.
- Jason Bowden suggested providing general language. For example, "when there is a motion, the SP chair should take a vote on the motion with active SP members."
- David Brass states that OEM participation needs to be considered, that we cannot necessarily specify that they are part of the meeting. He says that the verbiage here needs to be very general. SP chairs should be mindful of who is typically in the room and how many voting members they should have. Chairs can purposefully force an email vote if they must.
- Pat lang states that OEMs are not always present. Stating that it is not ideal if a sponsoring OEM is not there for extended periods of time.
- David states that we should not be requiring anything if it does not fit all panels but highly recommends that if a sponsoring OEM exists, that OEM should participate in the vote.
- Yong-Li McFarland states that she does not think we should be too lenient on membership. Attendance shows how important it is to the people who do not show up. Members who are not showing up to vote need to be held accountable.
- Dylan Beck states that before every meeting that he holds, he reviews the voting membership list. He keeps that list updated. He states he has done email votes when needed.
- Pat states that the chair needs to be in tune with who is voting and who is not at the beginning of a meeting. He agrees with Yong-Li.
- Bill Buscher says that on the engine side, getting 2/3rds is mostly guaranteed but some people struggle to get OEMs to come to meetings, especially when they are across the globe like in Japan.
- Jason states that even if we include language about who is a voting member, it could still be problematic.
- Bill suggests rules for voting members. Stating that things need to be fair. Sponsors should not have multiple entities within a cooperation as voting members.
- Pat shared the ASTM definition of a voting member with the group.
- Yong-Li says there is a secretary document from ASTM that could be useful.
- Andrew asks if there is a tool for bench tests specifically for voting members.
- Yong-Li says ASTM has a tool for roster maintenance that includes the B7 roster. She states that it could be used for all Surveillance Panels under B7. Right now, membership is informally tracked by the SP chair and is not on the ASTM website.
- Yong-Li shared the roster maintenance tool stating that only secretaries can see. ASTM secretaries get trained on how to use the tool and how to classify members.
- Andrew asked if using the tool would affect quorum.
- Yong-Li says no, that the tool is strictly used for maintaining a membership list
- Jason asks on the surveillance panel level, voting member or not, is ASTM classification applicable?
- Pat states that it is handy to see but doesn't know if it's useful for voting or not.
- Andrew states he is in favor of recommending the tool.
- Yong-Li clarifies that currently chairs do not have access to the tool because it is limited to secretaries.
- Andrew asks if we would be able to get access to the tool.
- Yong-Li says that only one secretary per section has access to the tool.
- Andrew asks if the tool is at the section level or the surveillance panel level

- Yong-Li says that the tool is at the section level. She says she is unsure if we could get access to the tool, but that we could ask ASTM.
- Pat states that this is a hard topic because surveillance panels do not fit into ASTM.
- Andrew asks if SP chairs have discretion on determining quorum? Does their discretion involve what they think is an appropriate number of people on a call to hold a vote? He highly recommends that the sponsoring OEM be on the call to vote if available.
- Pat states that he can mention the quorum question at the TGC meeting at ASTM D02 in 2 weeks to help decide.
- Pat recommended wording that would allow SP chairs to pull the quorum card if necessary. Something like, "Recommended for any voting to have a quorum, however in situations where..."
- Andrew asked about letting voters waive without questioning them. Should they be called out?
- Jason states that ASTM guidelines geared toward ballots, and we could reference them, but the handbook needs to reflect what is truly happening at the surveillance panel level. Jason says if it is not something that surveillance panels do then we need to edit and remove the line from the handbook.
- Pat suggests putting together a list.

3.3 Updates from Groups 2/3: Semi-Annual Reports & Panel Housekeeping (Maddie Dellinger & Amy Ross)

- Amy suggests putting together a checklist or a set of guidelines for understanding how reference oil reblends work.
- Andrew states that this topic has a similar problem to Travis's group. We cannot necessarily be prescriptive because this is a situation that is unique to each panel.
- Pat says that bringing in new oils is hard, and we need some kind of guidelines especially when it comes to a replacement oil getting into the system within a timely manner.
- Amy asked if there were any historians who wanted to join Group 3 or to email her with any suggestions.
- Robert Stockwell stated that TMC needs to be included in this discussion.
- Alfonso Lopez requested to be added to the group and says that he had an unpleasant experience with oils not performing properly. He says a checklist is needed or at least some type of flexible guidelines regarding tests being scoped before going live.
- Amy states she will add AI to the group.
- On the topic of membership lists, Andrew states that there is a list of chairs on the TMC website but not any membership lists.
- Amy asked how fluid those lists could be. She summarized what group 3 talked about. She says there should be some form of a current list. On the other hand, Amy mentions the problem of people not wanting their information publicly shared. She also wonders if we only list voting members.

3.4 Any additional discussion

- None

4. Next meeting August 16, 2023

5. The meeting adjourned at 2:30 CST.